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COMMONWEALTH of VIRGINIA

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June 3, 2003

MEMORANDUM

TO: Executive Branch Agency Heads

FROM: Cheryl Clark, VITA Chief Transition Officer

RE: **Staffing Analyses and Model Memorandum of Agreement (MOA)**

It is hard to believe that we are less than thirty days from officially launching VITA! We extend our appreciation to you for the many hours you and your respective staffs have invested to date in this herculean task. Our goal of establishing VITA is a simple one, but the steps involved in getting there are anything but simple given the pace and scope of the final legislation.

Even though agency consolidation dates may be months away and no staff will transfer to VITA until agency MOA's are signed, I am writing to you now because we have arrived at the next plateau. The enclosed information will move us to the next step in communicating to our employees – our most valuable and important asset. Our hope is to reduce, if not eradicate, uncertainty employees have about where they will serve as Commonwealth employees in the future, whether that is with VITA or your agency. Of secondary importance is the value this information has to support the essential planning both your agency and VITA must undertake to ensure business and service continuity as we move forward.

The enclosed spreadsheets detail the results of your recent Due Diligence submission. The spreadsheets will serve as the basis for your agency to finalize the “mapping” of those IT positions and personnel that will become part of VITA over the months ahead. In preparing this data, the Transition Office has made every effort to balance your agency's need to maintain and support its applications with the needs of VITA to acquire skilled resources necessary to support your IT infrastructure and associated services.

Agency Analysis and VITA Assignments Spreadsheets

Enclosed Materials--Based on the information provided by your agency, the transition team has identified the total number of FTEs in your agency that are performing VITA-related functions, your agency's total staff obligation to VITA, and the individuals/positions that will definitely transition to VITA. As you will see in the spreadsheet and accompanying materials, over the next few days you may need to make some additional decisions on personnel who will transfer to VITA, in order to meet your agency's FTE target for transfer.

In many cases these spreadsheets are quite lengthy, reflecting both the extent of information provided by agencies and the resulting complexity of determining VITA and non-VITA positions. Instructions entitled “*Interpreting the Agency Analysis and VITA Assignments Spreadsheets*”, are included along with a sample agency spreadsheet to illustrate the process.

While you and other members of your staff will certainly wish to review these spreadsheets in detail, I would like to draw your attention to the two items that will likely be critical to your decision-making process:

- The list of positions that meet all criteria for transfer to VITA, along with their initially assigned organizational unit within VITA (Personnel Assignment tab);
- The additional aggregated fractional MEL (FTE Due VITA from Agency) that meet the criteria for transfer to VITA (Agency Category Totals tab);

Next Step--Following your review of the enclosed materials, the next step is your identification and submission to VITA of additional personnel transfer decisions to meet your agency’s target. The enclosed instructions and sample will assist you in walking through the process of making those decisions.

Please submit any additional transfer decisions, noted on the enclosed spreadsheet, via email to duediligence@state.va.us no later than 12 PM, on June 9, 2003. The VITA Transition Office will confirm acceptance of your submission, including assignments to VITA organizational units, no later than June 23.

If you have any questions about the enclosed information, please call the VITA Due Diligence Team member designated to support your Secretariat as follows:

SUPPORT TEAM CONTACT	PHONE #	SECRETARIATS SUPPORTED
Chandra Barnes	371-5804	Administration, Commerce and Trade, Education
Mike Elliott	371-5781	Finance, Health and Human Resources, Natural Resources
Chuck Tyger	371-5943	Public Safety, Technology, Transportation

After submission, if you wish to meet with the Transition Office to discuss those decisions further, please inform us at duediligence@state.va.us and an appointment will be scheduled for the earliest mutually available time.

In consideration of employees, **we are requesting that no mapping decisions be released prematurely to staff until final acceptance by the Transition Office.** DHRM will provide further guidance on the release of this information at a time to be coordinated among all in scope agencies.

Model Memorandum of Agreement (MOA)

At this time, we are also pleased to announce that a model of the MOA is now available on the VITA Transition Web site, www.to-vita.com. Thanks to the efforts of the MOA development team, I believe that you will find this model document provides the basis for unprecedented clarity and measurement of performance expectations. It is also built for easy customization to reflect the unique business needs of each customer agency. This effort was led very ably by Chris Saneda, Chief Information Officer at ABC, who was on loan to the Transition Office from Secretary Marshall.

We invite and strongly encourage you to review this document and provide any comments or advice you may have. Please direct comments regarding the MOA to RoadtoVita@to-vita.com.

I know you share our eagerness to realize Governor Warner and the General Assembly's vision for VITA as a "best of breed" technology services organization. We are committed to that vision and to our IT professionals and their best aspirations for success. Your contributions in this regard are both essential and appreciated. To the extent we can continue to work together in the best interest of this landmark initiative and of our employees, we will share great dividends in the months ahead. The work we are doing together today lays the foundation for the success of the consolidations that will begin in the very near future.

Expect the best!

A handwritten signature in black ink, featuring a large, stylized 'C' that loops around and ends with a long, horizontal flourish.

Cheryl Clark